Elec Secy

Preserved

1

G. R. S. IX-5]

Previous references.

1918.

(E.A.8)

File No. 94

Serial Nos. 1—4

Later references.

p. 64(E)

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1—4

Part B for April 19.

SUBJECT.

Inspection rules for the Offices of the Electrical Department.

To the Chief Electrical Engineer
" Comptroller to Govt
" P. W. Secretary
" No 1066—1068/E.A.8 94 & 249-18

Sanctions inspection rules for the Offices of the Electrical Department.

W D 88—GPB—50,000—24-7-16

T. Swaminathaiya
12-7-19

2 (1

G. R. S. 11] 1915.

GENERAL AND REVENUE SECRETARIAT.

(E.A.)

NOTES.

File No. ~~43 (x.~~ 94

FILE HEADING.

~~Systematic inspection of offices~~
Inspection rules for the offices of the Electrical Department.

From

The Chief Electrical Engineer in Mysore

No. 5083 Dated 26.8.1915 Received 28.8.1915.

Diary. No. 240 | Enclosure Spare Copies. | Serial No. ~~32~~ 1

BRIEF ABSTRACT OF LETTER.

Submits proposals with form for the inspection of the offices of the Deptt:

NOTES AND ORDERS.

The illustrative set of questions have been adopted with very few modifications. Questions relating to petitions have been omitted and questions on "Rev: & Collns:" & "Stores and

NOTES—First Sheet.

GPB—20,000—8-8-14

G. R. S. 12]

General and Revenue Secretariat.

File No. 43 of ~~1914~~.

Serial No.

accounts" have been added. Questions 10 & 11 relating to salary bills & T/a bills may well go before and after question 46 respectively.

The form of inspection questions sent now is proposed to be used for all the G offices. It is a question whether it could admit of such general application.

The form used for inspection of accounts which is said to be done once a year has not been sent.

Please obtain this form
NLL
11/10

NLL
11/10

Submd
NLL
29/9.
Wm
Submd.
NLL 27/10/15.

✓ Sme
NLL
11/10

2. Letter No. ~~Q 47~~ 670 of 19.10.15 to the Chief Elec: Engr: requesting him to send a form of insptn: report sent to Comptr.

3. Reply No. 6530 of 1.11.15 stating that a copy of the form will be sent on receipt from the Comptr.

Submd
NLL
2/11/15
Wm

NLL
4/11

R 23-12-15

From the Chief Electl Engineer
No. 8 of 7/1/16.
Reply to Reminder. Stating that the copy asked for will be sent soon after its receipt.

Reminded on 9.6.16.

NOTE.—Contn. sheet.

4
3

G. R. S. 12]

General and Revenue Secretariat. | E & MG File No. 94 of 191 .

Serial No.

Dated.

HW 7/1/16

NEE 11/1/16

Reminded 9-5-16

A reminder is pending.

Dated NEE 20/8.

NEE 4/8

Letter No. 94-E.A.9. dy 14-8-1916 to the Chief Electrical Engineer, requesting him to send a copy of the inspection form sent by him to the Comptroller.

Reminded 30-10-16

Letter No. 6558 dy the 28th Oct 1916 from the Chief Electrical Engineer forwarding a copy of the inspection report proposed to be ~~inspected~~ introduced for insptn. of sectional offices.

3 The chief Electrical Engr. now proposes a form for the inspection of sectional offices. From his first refce. it was understood that a form already existed for reporting the result of inspection to the Comptr. P.W. & Ply Branch. So far as the sectional offices are concerned the list of questions seems to be exhaustive. The opinion of the Comptr. to whom a copy of this form has been sent seems to be yet awaited.

NOTE—Contn. sheet.

GPB—20,000—30-6-15

General and Revenue Secretariat.

E&AG File No. 94 of 191

Serial No.

It is ascertained that the sectional offices referred to are the follg: 5 subordinate offices:—

(1) Office of the Chief Operator, Sivasamudram
(2) do — Kolar
(3) do — Mysore, P & Lighting Bangalore
(4) do — do Mysore
(5) do — Chief Line Inspr: Hanklimalli

The form now proposed appears to be meant intended for the above 5 subordinate offices, while the form proposed with S(1) is evidently meant for the Chief Electrical Engineer's office with regard to arrangement for inspn; the proposal is:—

(1) an annual general inspection of all the offices by the Chief Electrical Engr: or his Asstt:

(2) Inspection of the accounts of the diffr: offices at least once a year, by the Chief Electrical Engineer, the Chief Accountant and manager of ~~the~~ his office, reporting to the Comptr: P.W. & Ays.

Is a question whether the two inspections may not be done simultaneously.

Mled note 25/1/17

Transferred to Mr R.W. Scott for favour of

NOTE—Contn. sheet.

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat.

EAG File No. 94 of 191 .

Serial No.

further action and communication of final orders passed.

B.O.
N Mac Lennan Qury
Jr Secy. G.L. Dept

29/1/17

NOTE—Contn. sheet.

P.W.D. 12]

General and Revenue Secretariat.

E&A File No. 94. of 191 .

Serial No.

6

Returned with compliments to the Secretary to Government, General Department.

U.O. No. 251/C.P.S. dy 14. March 1917

GEN. & REV. 4/11/17

16 MAR 1917

2. The Chief Electrical Engineer may inspect annually the sectional offices alone with his Head Accountant to avoid duplication of work and the inspection notes signed by the former officer recording at the same time any additional remarks he may wish to make on the working of the office, &c.

3. Before adopting the forms suggested, the Comptroller, Public Works Branch may also be consulted.

R V Sundaramiya

For Secretary to Government,

P.W. Department.

Bangalore,

13 March 1917.

U.O. No. 110 dy Recd on 20.3.1917 at 2 P.M.

9 Forwarded to the Comptroller P.W. Branch, for favour of opinion on the proposals & the forms

B.O.

N Mahadeva Rao

17/3/17

For Secretary

Now the Comptroller, the R.W. & Bags. No. 6 P.S. dy 15-5-17. C.P.S. stating that owing to the amalgam

NOTE—Contn. sheet.

GPB—8,000—17-12-14

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat.

File No. 94 of 191 .

Serial No.

13 DEC 1917

U.O.No. 105 / B.D.S.483 dt 11.12.17

A revised form containing a complete set of questions for the inspection of Sectional --- Offices by the Chief Electrical Engineer assisted by his Accountant is herewith submitted for the orders of Government. As explained in my letter No.9568/C.P.S.685 dated the 12th May 1917, the old form sent by the Chief Electrical Engineer has -- been ~~thoroughly~~ recast and amplified, incorporating the changes in Public Works Accounts and procedure sanctioned in Government Order No.Fl.7750-99/G.F. 219-16-1 dated the 22nd June 1917.

Bangalore,
7th December 1917.
CV/7-12

Comptroller.

12 Please ascertain whether any usage is made by the H.A. Acct at present. What is his status?

11. Noted with reference to a draft order.

24/1/17

Forwarded with compliments to the Secretary, P. W. Dept for favour of remarks if any on the draft order

B.O.

Madhava Rao
for chief Secy

6/1/18

P. W. D. C. P. O. RECD. No. 24 Date 16-1-18.

Com

W.V.) Examine & bring up

NOTE—Contn. sheet.

9/1/18

P-63 9 (8

G. R. S. 12]

General and Revenue Secretariat.

01015

E.A.9 File No. 94 of 1917.

Serial No.

R.O. No: C.P.S. 319/16a

14 Returned, with compliments, to the Chief Secretary to Government, with reference to his memo dated the 6th January 1918.

2. The Chief Electrical Engineer suggests a few minor alterations in the revised form of Inspection Report proposed by the Comptroller. A copy of his letter No. M.9877-104 dated the 15th March 1918 is attached for information.

R V Sundaramiah
Deputy Secretary to Government,
P.W. Department.

Bangalore
27th April 1918.

VIII
29 1918

E. AUDIT.
-1 MAY 1918

alterations noted in Pencil. Mgh

Proof corrected & sent to Press calling for further proofs
16/7/18.

NOTE—Contn. sheet.

GPB—70,000—17-12-15

ND 1283—GPB—60,000—1-12-16—S.

R. S. III-2]

General and Revenue Secretariat. | E. A9. File No. 94 of 1918.

Serial No.

15 The proof of inspection questions for the Mines of the Electrical department has been compared and submitted.

18/9 ~~Discussion sheet~~ The draft order with appendices is submitted in print.

Sept 16 The rules and form prepared by Chief Electrical Engineer have been scrutinised in the Public Work Secty, by the Comptroller & in this Branch. The draft (proof) may be approved

20/9/18 — NLL 20/9

Extra Member)

17 Approved.

18 I see that the inspection forms refer only to the administrative side of the work due in the office & not the technical side for wh. I presume, other forms are prescribed. If so, they may be put up for me. Secy.

NLL 21.9.18

19 Issue — The papers may be returned to P.W. Secty for favour of furnishing the infn desired above

NLL 21/9

Pw Secty

Q. G. No 1066-1068/E.A.8 94 dy 24-9-18 (issued on 21-11-18)

x not found among papers 11/7/19

838-108 20.9.18

(4) To the Chief Electrical Engineer P.W. Secy and Comptroller No 1066-1068/E.A.8 94 dy 24-9-18

Sanctions inspection rules for the offices of the Electrical Deptt.

NOTE—Contn. sheet.

B. put to Press with print order, on 25/9/18

G. R. S. III-2]

General and Revenue Secretariat.

EAG File No. 94 of 1918

Serial No.

20 Forwarded to the PW Secretariat vide paragraph 18 supra.

N Madhava Rao
for Chief Secy

25/4/18.

66114

Chief Secy
11 APR 1919

D.O. No: C.P.S. 301 Dt 9.4.1919.
16A

21 Returned, with compliments, to the Chief Secretary to Government with reference to correspondence ending with his letter No. 3066 dated 20th March 1919.

It is reported that no form was prescribed for the inspecting officer to record the technical side of work done. The Chief Electrical Engineer is of the opinion that such an addition is not necessary.

GEN. & REV. SECRETARIAT
VIII
E. AUDIT.
12 APR 1919

Secretary to Government,
Public Works Department.

22 Sub^d for proposal with ref^ce to para 18 above
PWD 16/4/19

6308-84
17.4.19

2nd member Secy. The form proposed may be brought into use now
Recd 19.4.19

NOTE—Contn. sheet.

WD A 1789—GPB—50,000—20-8-18—S.

issued on 24/4/18 Orders have issued already

DIARY No.

SECTION

FILE No. 43-14

SERIAL No. 32

IN REPLY REFER TO No. 5083

ENCLO.

GOVERNMENT OF MYSORE

ELECTRICAL DEPARTMENT.

OFFICE OF THE CHIEF ELECTRICAL ENGINEER.

Telegraphic Address:
"GOMED."

CODES USED
LIEBER'S
A. B. C. (5TH EDITION)
BUSINESS TELEGRAPH CODE.

Bangalore, 21st August 1915
(Mysore, India.)

The Secretary to Government,
General Department,
Bangalore.

Sir,

Referring to para 5 of G. O. No.G.10870-10918/E.A. 43-14-1 of 10th April 1915, I have the honour to forward herewith the form of Inspection questions proposed to be adopted in this Department for favour of approval.

2. The offices at different points requiring frequent inspections are

(1) Office of the Chief Electrical Engineer

(2) " Superintendent, Power and Lighting Bangalore.

(3) " " Power and Lighting Mysore

(4) Chief Operator, Sivasamudram

(5) Chief Operator, Kolar Gold Fields.

(6) Chief Line Inspector, Kankanhalli.

These offices will have to be inspected either by the Chief Electrical Engineer or his Assistant at least once a year. In addition to this inspection the accounts of the different offices are required to be inspected by the Chief Electrical Engineer and the Chief Accountant and Manager of this office at intervals of not less than a year and reports in the

13.
(12.

prescribed form sent up to the Comptroller to the Government of Mysore, Public Works and Railway Branch.

I have the honour to be,

Sir,

Your most obedient servant,

Offg. Chief Electrical Engineer
to the Government of Mysore.

AN-AK.

Appendix A

14 (13)

Government of Mysore - Electrical Department.

Memo of questions for the inspection of offices of the Electrical Engr.

---:(0):---

I. General.

1. Is the office accommodation sufficient and suitable? Are the rooms and premises kept clean?

2. Is an attendance register in use? Is the attendance regular? Who checks the register daily?

3. How many clerks are working in the office and what is the qualification of each?

Service Registers, List of Establishments, etc.

~~4.~~ 2

4 Does each official maintain a diary of the work done from Engr to Engr.

7 Is an up-to-date list of the establishment both clerical and menial maintained?

8 ~~5.~~ Is a record of the qualifications and services of the ministerial officers maintained up-to-date?

9 ~~6.~~ Is a service register maintained for every official and posted up-to-date? Are these registers arranged in order and kept in safe custody? Who is in charge of them?

5. Does he examine the papers once a week to enter a certificate in his diary and the number of cases disposed of during the week to the area on hand?

10 ~~7.~~ Is an office order book maintained? Are orders of leave, punishment, etc., regularly recorded and given effect to?

6. Are the Service Registers regularly examined by the ministerial head of the branch once a week & initialled by him in token of such examination.

11 ~~8.~~ Is a register of applications for appointments maintained and are selections made therefrom?

12 ~~9.~~ Are all appointments made in accordance with rules pertaining to the Department?

13. Is a channel Roll maintained for every permanent official?

Distribution of Work.

14 ~~10.~~ Are the bills for salaries of establishment despatched to the Comptroller before actual disbursement?

15 ~~11.~~ Are travelling allowance bills with journals submitted in time to the Audit Office and are payments made only after audit?

16 ~~12.~~ Is a record of the distribution of work among the several clerks maintained? Is the work assigned to each official sufficient without being excessive?

17 ~~13.~~ Does each official maintain a diary and do the entries show sufficient work for each day?

Arrear Lists.

~~14.~~

18 Does the head of each section prepare and submit once a month a list of references pending with him as required by Rule 14 of the General Rules of Office Procedure? Are these lists consolidated and is a statement prepared for the whole office office by the 5th of the month following?

19 ~~15.~~ Are section diaries scrutinised carefully by the ministerial head of the office and reminders sent promptly where necessary?

20. Is a monthly statement of unanswered references called for from subordinate offices and scrutinised before the 15th of the month following?

A copy of the latest arrear list may be appended.

Reports and Returns.

21 ~~16.~~ Is a statement of the periodical reports and returns due from the office prepared and maintained up-to-date? Are the due dates, the dates of actual submission and the names of the clerks responsible for their preparation noted therein? Is it scrutinised monthly by the head of the office? Vide Rule 6 of the Efficiency Rules.

22 How many and which returns were overdue at the time of inspection.

23 ~~17.~~ Are all disposed of records promptly arranged and recorded in the files concerned?

Furniture List.

24 ~~18.~~ Is a register of furniture maintained? Are all articles of furniture entered therein together with details as to the cost and date of purchase of each? Is the register verified once every half-year and the result reported to the head of the office? Is a similar list maintained for tents?

Stationery and Forms.

25 ~~19.~~ In whose custody is the office stationery? Are the stock and issue registers regularly maintained? Are they submitted monthly for the inspection of the officer in charge? Is a verification by stock-taking done once a year?

26 Is the issue of stationery in accordance with the stationery rules and a register maintained for monthly issue of stationery?

27 ~~20.~~ Who keeps the stock of forms? Where are they kept? Are they neatly arranged? Are all receipts and issues noted in a register?

28 ~~21.~~ Is a register of periodical issue of stationery maintained? Vide Rule 36 of the Stationery Rules.

File of Standing Orders.

29 ~~22.~~ Is a complete set of all the standing orders of Government maintained? Are circular instructions received from superior authorities maintained in separate files? Are these files complete and up-to-date?

30 ~~23.~~ Is a similar file maintained of circulars issued from the office?

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Library.

31 ~~24.~~ In whose charge is the office Library and where is it kept?

32 ~~25.~~ Is a register maintained for entering books and publications as they are received and is it written up-to-date.?

33 ~~26.~~ Are all books received into the Library correctly labelled and deposited in their appropriate places?

34 ~~27.~~ Are all correction slips inserted in their proper places in the volumes of enactments, rules, etc.?

35 ~~28.~~ Are any books issued without a receipt or lent to stangers without the permission of the head of the office?

36 ~~29.~~ Is a monthly report of books removed and not returned submitted?

37 ~~30.~~ Are cases of loss of or damage to any books reported promptly and orders obtained for their replacement?

Tour.

38 ~~31.~~ Is a definite programme drawn up and adhered to?

II. Correspondence Registers.

39 ~~32.~~ Are the registers of inward and outward correspondence properly maintained with cross references regularly marked?

40 ~~33.~~ How many of such registers are maintained? Are a peon book and tappal book maintained?

41 ~~34.~~ Are the registers written up neatly? Are the entries concise and clear?

42 ~~35.~~ Is there any delay in the typing & despatching of letters? Are all papers despatched invariably on the day they are signed or the following day? A few issues may be examined with reference to the refer book, peon book and tappal book.

18 (17)

43 ~~36.~~ Is the issue register checked once a month by the ministerial head of the office?

44 ~~37.~~ Are all the registers periodically examined by the head of the branch and the ministerial head of the office and sighed by them in token of their inspection?

III. Cash and Contingencies.

45 ~~38.~~ Is the Cash book properly maintained and posted up to date and are all payments supported by proper pay orders.

46 ~~39.~~ Verify the Cash balance on the date of inspection and note the result.

47 ~~40.~~ What are the amounts of imprest held by the several members of the Department? Is a proper account of such imprests maintained and submitted for check and recoupment?

48 ~~41.~~ Are all contingent charges incurred under proper authority, sanction of Government being obtained wherever necessary.

49 ~~42.~~ Is the expenditure kept within the budget grant?

50 ~~43.~~ Are the detailed contingent bills of each month submitted to the Comptroller with the monthly accounts supported by necessary vouchers.

51 ~~44.~~ Are salary bills prepared with reference to the attendance register, leave register and office order book? Are drafts of the pay bills maintained?

52 ~~45.~~ Is necessary sanction obtained for drawing the pay or allowances of incumbents of appointments requiring sanction of the higher authorities?

53 ~~46.~~ Are office copies of the travelling allowance bills maintained?

19 (18

54 ~~47.~~ Are lists of disallowance ~~lists~~ from salary Travelling Allowance and contingent bills promptly disposed of?

55 ~~48.~~ Are pension applications prepared and submitted in time as required by G. O. No.Fl. 7215-55-S. & A. 484-08-1, dated 7th May 1909?

56 ~~49.~~ How many cases are pending and why? The last pension quarterly may be reviewed.

IV. Records.

57 50. The rules, (if any) under which the records are arranged may be quoted. (If no such rules exist, the system of arrangement followed subjectwar or chronological, etc., may be briefly explained.

58 ~~51.~~ Are all the records sorted according to the prevailing system? If not waht is the quantity of papers remaining to be sorted? What time is necessary to complete their sorting?

59 ~~52.~~ In whose charge are the records kept? Are records permitted to be removed without a substitute slip signed by the requisitioning official?

60 ~~53.~~ Have rules been framed for regulating the periodical destruction of unserviceable records and have all time-expired papers been eliminated according to such rules?

8

V. Revenue & Collections

61 ~~54.~~ Is a register of demand collection and balance maintained for the Revenue due to the Department?

62 ~~55.~~ Is prompt action taken for ~~their~~ its recovery? What is the amount outstanding for more than 3 months at the time of inspection? What steps have been taken for ~~their~~ its recovery?

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20

Stores and Accounts.

63 ~~56.~~ Are the books and Registers posted up to date? Does the Register of works show any excess over the sanctioned sub heads or works; if so has the same been reported and sanction obtained.

64 ~~57.~~ Are the stores counted every half year and differences if any reported and steps taken for their adjustment.

SMH

Miscellaneous

65 ~~58~~ Is a test inspection of the Work carried out every month in Register by Pole 5 of the Copy Book?

66 ~~59~~ Is the annual inspection of the Carried out ~~in accordance~~ Regularly

67 ~~60~~ Is an inspection Register maintained and written up as Required in C.E. No. 105 of 9/14 & 43-46-1 & 10/4/45-2

68 ~~61~~ — Whether the points noted for action at previous inspections have been attended to?

69 ~~62~~ General Remarks, if any.

21 12

VCE

WD 2415

Appendix B.

GOVERNMENT OF MYSORE ELECTRICAL DEPARTMENT

*****

Combined Inspection Report

of the

Chief Electrical Engineer & the Chief Accountant

on the

Sectional Offices

of the

Electrical Department.

9a

Points worthy of notice.

Are Measurement Books maintained for all structural works ~~Capital, Revenue and Contribution Works~~ and is there a proper check over such measurements?

Are Note Books written up and filed in the office and do they show that the works have been thoroughly inspected?

2. What is the amount of Permanent Advance sanctioned for the Section and is it susceptible of reduction?

(If large sums are kept in the chest without being utilised for any length of time, the permanent advance is -- apparently large and capable of reduction.)

3. Is the procedure regarding recoupment of Permanent Advances for Works, strictly followed as per rules in force?

4. Are the entries in the Register of Permanent Advance made in a clear and distinct manner and at the time of payment exactly as the transactions occur?

5. Check the transactions of any month with available vouchers, measurements etc., and note results. Are -- vouchers in support of payments of Rs.25/- and below invariably obtained, cancelled and regularly filed?

6. On what date was the Cash last counted by the Sectional Officer? Does the balance on date of inspection as shown in the Permanent Advance Register agree with the actual balance in the cash chest as counted by you?

7. Are there any Sub Imprest holders? If so, are they sanctioned by the Chief Electrical Engineer?

8. Is the cash chest secure and a Chubb's lock used? Does it contain nothing but Government money or official documents?

Banking Arrangements.

9. Are Registers of bills received and of bills passed for payment at the Treasury maintained regularly and is an extract of the latter submitted to the Audit Office precisely on the last day of each month?

10. Are the Pass Books from the Treasury regularly received and examined? Verify the transactions of a month and see if the difference between the amount of bills passed by the

Sectional Officer and that paid by the Treasury as per Pass Book agree with the amount of unpaid bills as reported to the Audit Office.

11. In whose custody does the current 'Pass Order Books' remain? and by whom as a rule are the Pass Orders filled up?

12. What stock of blank "Pass Order Books" is in hand and where are the books kept? What account is kept of them Verify the balance.

13. Is the certificate of count of Pass Orders duly signed by the Sectional Officer before the books is brought into use? This should be recorded by the Sectional Officer in his own handwriting on the inside of the cover of the "Pass Order Books".

Bills.

14. Are duplicates of bills kept in Sectional Offices and triplicates in Sub Section Offices.

(The duplicates and triplicates of final contract certificates will be on red paper, while those of intermediate bills and petty contract bills will be in green)

Examine a few of them and note result.

15. Is payment for works estimated to cost Rs.500 and under invariably made on a single bill as the first and the final? If notmention instances of deviations and the reasons for the departure.

General Abstract Book.

16. Is this book posted up to date and are the entries -- clearly traceable from the Register of Bills passed, Adjustment Book and the Stock Abstract Book; and do the totals of receipts and disbursements agree with those shown in the respective books.

Adjustment Book.

17. Are all refunds or writes-back supported by the necessary deductions from bills or write-back orders?

18. Is the Adjustment Book properly kept and posted as transactions become known?

Establishment Work.

19. Are there any members of the establishment whose appointments are not covered by proper sanction?

20. Is a Register of Permanent Advances maintained, as also an order book for contingentncharges?

21. What is the amount of Permanent Advance held by the -- office for contingent expenditure? Is an account of it -- correctly kept? What is the balance on hand? Is it forthcoming?

22. Is there any money on hand awaiting remittance to the Treasury or Payment to parties? Details may be furnished.

23. Are there any long standing advances made out of the office imprest awaiting adjustment? Details may be furnished?

24. Are all charges incurred on account of contingencies entered in the "Contingent Register" from day to day? Are totals struck at the time of preparation of each recoupment bill? The necessity for any unusual charges may be scrutinised?

25. Are all contingent charges incurred under due authority sanction of higher authorities being obtained where necessary?

26. Is the expenditure kept within the Budget grant?

27. Are detailed contingent bills submitted with vouchers regularly? Are all disallowances promptly deducted from the succeeding "Contingent Bills"?

28. Are Establishment Bills prepared with reference to the Attendance Register, Leave Register and Office Order -- Book? Are drafts of the pay bills maintained,?

29. Is an acquittance roll maintained? Are all salaries drawn duly disbursed and proper receipts taken therein? Is a stamped receipt obtained for payments of over Rs.20/-? Is the Register examined every month by the head of office?

30. Is undisbursed pay shortdrawn invariably in the Pay Bill of the 2nd month following that to which the claim relates

31. Is necessary sanction obtained for drawing the pay or allowances of incumbents of appointments requiring sanction

of the higher authorities?

32. Are all sums drawn on Travelling Allowance Bills disbursed and acquittance taken?

33. Are drafts of the office travelling allowance bills maintained?

34. Are pension applications prepared and submitted in time as required by G.O.No.Fl.7215-55/S & A.484-08-1 dated the 7th May 1909?

35. How many cases are pending and why? The last pension quarterly may be reviewed.

Revenue and other receipts.

36. Is the Cash Book of Revenue receipts posted correctly and regularly day by day? Are the receipts ~~of each day~~ checked and the cash balance counted and certified to as correct by the Superintendent.

(There should be no cash balance at the end of a month and Miscellaneous Revenue realised on the last day of a month after business hours will be brought on the Cash Book of the next month as if it was received on the first working day of that month)

37. Are the demands for energy supplied for lighting and power, regulated by the rules in force and in the case of installations which are governed by Special agreements, e.g. K.G. Mining Companies, Binny Mills etc., are the terms of the agreements strictly enforced?

38. Are the bills for energy supplied sent on due dates.

39. Verify the correctness of demand in a few cases with reference to meter-reading slips and schedules of rates and note result.

40. In case of non-payment of bills by the 20th of the month following, are the installations disconnected as per rules in force?

41. Are there any items not recovered and outstanding for a period of over 3 months? State the steps taken for their recovery.

42. Is the Register of Revenue so kept as to exhibit the

(25
26

exact amount of revenue due to Government from each individual consumer at end of any month?

43. Does the aggregate balance shown in the Revenue Registers agree with that reported for audit in the monthly -- account?

Stock and Tools and Plant.

44. Are the accounts of daily receipts and issues posted day by day as transactions occur? Are materials issued only on proper indents approved by the Sectional Officers?

45. Have you examined the Stock Ledgers and Registers of Tools and Plant? Are they posted regularly as materials are received and issued? Check the transactions in a few cases and note result.

46. Is stock properly cared for, and stored, so as to afford an easy count?

47. Verify the correctness of a few items of Stock balances? Is the stock on hand in excess of requirements; if so, what arrangement is made for their disposal?

48. Is the old and useless stock written off and its value adjusted?

49. Is the half yearly verification of stores made regularly and satisfactorily? And on what date was the last verification made and a report made to the Comptroller?

50. Are the unused tools and plant and instruments cared for cleaned (when necessary in the cases of valuable instruments) and regularly inspected?

51. How are the operations of the Workshop regulated? Have proper accounts been kept of them? Examine the accounts of a month and note result.

52. Has the Stock Abstract Book been properly maintained? To what month is it posted. Does the balance shown in this -- abstract agree with the Ledger balance?

5

Accounts of Works and other Books.

53. Are the C. Registers maintained in two parts (Part I) for works accounted for by Sub heads and (Part II) for other Works? Are they regularly posted day by day in the Sectional

Office, so as to facilitate the submission of accounts to the Comptroller on the due dates?

Have completion reports been sent for all works -- completed? Note instances of arrears.

Are they any works not operated on for the last one year? If so, note their number, investigate the cause of delay in closing the works and notice specific instances of avoidable delay.

54. Do the C.Registers show that no works have been commenced, until estimates have been sanctioned for them and in very urgent cases where the works are started without estimates, sanction of the Chief Electrical Engineer or of Government is obtained in each case? Are estimates for such works prepared and submitted for sanction with the utmost expedition?

55. Is there any probability of the occurrence of excesses over estimates or appropriations? If so, have timely measures been taken to revise them?

56. Are the grants allotted to the Section properly controlled so as to avoid excesses or lapses at the end of the -- year and is the expenditure of the Section equalised as far as possible throughout the year.

57. Check the accounts of any six important works with reference to measurements, estimates and schedule of rates and note result.

58. Are the following Registers maintained correctly and up to date?

(i) Register of liabilities
(ii) " estimates and appropriations
(iii) " agreements

59. Are the monthly accounts and periodical returns submitted on due dates?

60. Are Deposit Registers maintained in the Civil Account Code Form No.41 and the entries made in them in accordance with the instructions contained in para 17 of the Memorandum to G.O.F17750-99/G.F.219-16-1 dated 22nd June 1917 regarding P.W. system of payments and accounts?

(27)

28

Is a register of Security Deposits properly maintained and are the rules for the safe custody of Government securities properly observed?

Examine the Suspense Accounts and see if the items contained therein are current and efficient.

Contracts for Works & Supplies.

61. Are contract deeds and piece-work agreements properly made out for all works in progress and supplies?

62. Are tenders properly called for according to rules and are they properly recorded when received?

Examine the Ledger Accounts and see if they are satisfactorily kept up.

63. Are there any disputed accounts? If so, the main facts should be briefly stated.

General.

64. Are Service Books maintained for all members of the Establishment for whom they are required according to rule and are they posted up to date?

65. Are the Registers of letters received and despatched kept neatly and up to date with all the references duly filled in? Are these registers inspected by the Sectional Accountant and the Superintendent and signed by them in -- token of their inspection?

66. Are the records properly arranged and filed and are the useless records periodically destroyed as per rules?

67. Check the Registers of Stationery and Forms and see, if the balance agree with those shown in the Registers. Is a stock of these taken once a year?

68. Are the books of references e.g., P.W.Code, P.W. Manual Miscellaneous Regulations, File of Standing Government Orders etc., properly maintained and the Correction Slips posted up to date?

69. Is the Clerical Establishment of the Section equal to the requirements?

70 Is a record of the qualification & names of the ministerial officers maintained up to date?

71 Is an office order book maintained for entering orders of leave, punishment etc?

72 Is a character roll maintained for every permanent official

73 Is a list showing the distribution of work among the opts maintained?

74. Does each opt maintain a diary of work done from day to day?

75. Does he examine his papers once a week and enter a certificate in his diary as to the number of cases disposed of by him during the week and the arrears on hand?

76. Are the diaries of opts regularly examined by the ministerial head of the office or branch once a week and initialled by him in token of such examn?

Is

17

29)

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77 ~~70.~~ Are proper plans of all buildings and works in the Division kept up?

78 ~~71.~~ Are Registers of Plans and buildings kept up and are they posted up to date?

79 ~~72.~~ Are the land plans completed and are they corrected up-to-date in cases where boundaries have been altered?

80 ~~73.~~ Is a Register of lands taken up maintained and is it posted up to date?

81 ~~74.~~ Are officers in charge of works properly supplied with working drawings and full instructions.

82 ~~75.~~ What Sectional transfers have been made since last inspection and were they carried out according to rules?

83 ~~76.~~ Are the transfer papers duly filled in the office.

84 ~~77.~~ If the Chief Electrical Engineer has inspected any subordinate offices, has the result been satisfactory?

85 ~~78.~~ Have the orders of the Chief Electrical Engineer and of the Comptroller in connection with the last inspection received careful attention at the hands of the Section officer?

86 ~~79.~~ Are the remarks made by the Comptroller on the account of the Section receiving proper attention?

87 ~~80.~~ Are there any other points suggested by the inspection of the books and records on which the Chief Electrical Engineer desires to remark.

~~81.~~ **T o u r s.**

a ~~Is a definite programme drawn up and adhered to?~~

Miscellaneous

88 What is the general condition of the office buildings?

89 Is the accommodation sufficient & suitable?

90 Are the rooms & premises kept clean?

Remarks by the Chief Electrical Engineer.	Orders of the Secretary, P.W. Department.

31

(30)

91. Is a test inspection of the office carried out every month as required by Rule 5 of the Efficiency Rules?

92. Is the annual inspection of the office carried out regularly?

93 Is an inspection minute book maintained and written up as required by Rule 6 of G.O. No ~~No~~ 10870-915 Ge & 43-44 Pt 2 10/9/25?

94 Whether the points noted for action at previous inspections have been attended to

95 General Remarks if any

18

32 (31)

[. R. S. 26]

E.A. f File No. 94
Serial No. 2

Diary No. of letter replied to

No. 670
S.A

General and Revenue Secretariat
(.)
, the 191 .

To

The Chief Electrical Engineer
in Mysore

Date of issue 19-10-15

Signed by Sir. R. Ma Shqua Rao.

Sir,

With ref.: to your letter No: 5083 of the 26th August 1915 in re proposals for the systematic inspection of the offices under your control, I am directed to request to be favored with a copy of the form of inspection report sent up to the Compto: R.W. & Rys ~~and~~ referred to in the last para of the letter under reply

P.T. over.

SUBJECT.

GOVERNMENT OF MYSORE

Electrical Department.

IN REPLY REFER TO
No. 658
ENCLO. 1

Telegraphic Address:
"GOMED."

CODES USED
LIEBER'S
A. B. C. (5TH EDITION.)
BUSINESS TELEGRAPH CODE.

OFFICE OF THE CHIEF ELECTRICAL ENGINEER,

Bangalore, 27th November 1916
(Mysore, India.)

The Secretary to the Government
of H.H. the Maharaja of Mysore,
General Department, Bangalore.

E.A. 894 d 3

Sir,

With reference to correspondence ending with your letter No.94-E.A.G. dated the 14th August 1916, I have the honour to forward herewith a copy of the form of Inspection Report proposed to be introduced for inspection of the Sectional Offices of this Department. A copy of this has also been sent to the Comptroller to the Government of Mysore, Public Works and Railway Branch, for his information and opinion regarding the suitability of the same.

I have the honour to be,
Sir,
Your most obedient servant,

Chief Electrical Engineer
to the Government of Mysore.

AN-MPH.

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2/10/15

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Igualdez

List of enclosures,

Copied by

Examined by

GPB—25,000—4-3-13

Regd. Contd

10(c) Is a register of special offences & criminals maintained in the Sectional Office? ~~If not, of the offences~~

If not one should be opened immediately ~~of the~~

~~of the special offences~~ strictly enforced.

Notes of an Inspection made of the .....Office by the .....

No.	Points worthy of notice	Remarks by	Orders of .....

35

Cash Arrangements.

1. Are the entries in the Cash book made in a clear and distinct manner and at the time of payment and receipt and exactly as the transactions occur?

2. Check the transactions of any month with available vouchers, measurements etc. and note results. Are ~~the~~ vouchers for Bazar bills of Rs. 25 & below invariably obtained, cancelled & regularly filed?

3. On what date was the cash last counted by the Sectional Officer? Does the balance at the end of last month as shown in the cash book agree with the amount in the Cash Balance Statement?

4. Count cash on date of Inspection and record result in Cash Book,

5. Are large sums ever kept in hand for any length of time without being utilized?

6. Are there any Imprest holders? If so are they sanctioned by proper authority?

7. Does the Imprest Account show any receipts beyond the recoupments?

Banking Arrangements.

8. Are the pass books regularly received and examined? Verify a few items.

9. In whose custody does the current cheque book remain; and by whom, as a rule, are the cheques filled up.

10. What stock of blank cheque and receipt books is in hand and where are the books kept and what account is kept of them? Verify the balance.

11. Is the certificate of count of cheques duly signed by the Sectional Officer in each cheque book?

Adjustment book.

12. Are all refunds ~~and~~ or writes back supported by the necessary vouchers of the transfers of charge?

13. Is the adjustment book properly kept and posted as transactions become known?

Revenue and other receipts.

14. Are the demands for energy supplied for lighting and power regulated by the rules in force?

15. Are the bills for energy supplied sent on due dates?

16. Verify the correctness of demand in a few cases and note result?

17. In case of non-payment of bills by the 20th of the month following, are the installations disconnected as per rules in force?

18. Are there any items not recovered and outstanding for a period of over six months? State the steps taken for their recovery.

19. Are the ~~Revenue registers~~ regularly posted ~~and neatly kept up.~~

Cash Book

1. Do the books posted up daily take the entries clearly from the Permit Book, Receipt & Register & Bills paid?

(2) Do the totals of receipts & disbursements agree with those shown in the ~~Cash Book~~ & do the totals of adjustments agree with the totals of the adjustment book?

& in the case of installations which are governed by agreements, are the terms of the agreements strictly enforced?

with reference to meter-reading slips & schedule of rates

& disconnection & reconnection fees invariably recovered

over 3 months would be advantageous to finds.

the period of six months is very long & the arrears may become irrecoverable

monthly and yearly registers of revenue & an account of consumers, both of Govt. & Private installations, so kept as to exhibit the exact amount of revenue due to Govt. from each individual consumer at end of any month?

14(a) Does the aggregate balance shown in the Revenue register agree with that reported for audit in the monthly accts?

No.	Points worthy of notice	Remarks by	Orders of .....

37

Stock and Tools and Plant.

20. Are the accounts of daily receipts and issues posted day by day as transactions occur? Are materials issued only on proper indents approved by the Sectional Officers?

21. Have you examined the Stock Ledgers and Registers of Tools and Plant. ~~State the result.~~ Is stock properly cared for, and stored, so as to afford an easy count?

are they posted regularly as matters are received & issued? Check an transaction of a month and note result. —

22. Verify the correctness of a few items of stock balances? Is the stock on hand in excess of requirements; if so what arrangement is made for their disposal?

23. Is the old and useless stock written off and its value adjusted?

24. Is the half-yearly verification of stores made regularly and satisfactorily? And on what date was the last verification made?

the necessary returns submitted to Complete?

25. Are the unused tools and plant and instruments cared for, cleaned (when necessary in the cases of valuable instruments) and regularly inspected?

Accounts of works and other books.

26(A). Are the Registers of works posted up regularly?

25(A) How are the operations of the Work-Shop regulated? Have proper accounts been kept of them? Examine the accounts of a month & note results. —

27. Do the Registers of work show that the sanctioned amounts have or likely to be exceeded and the same reported to the Chief Electrical Engineer.

25(B) Has the Stock-in-trade Book been properly maintained? Go what daily is it posted in this abstract. Does the balance shown agree with the book balance?

28. Are there any advances to contractors (not payments on account) outstanding? If so give particulars and authority for the advance?

29. Check the correctness of measurements in a few cases and note result. (may be omitted here)

30. Check the correctness of calculations in measurement books in a few cases and note result.

(1) in half a dozen cases.

31. Is a Register of liability maintained and kept up-to-date?

(2) appropriate replies

32. Are the monthly accounts submitted on due dates?

33. Are the periodical returns submitted on due dates?

Miscellaneous.

34. Are the Registers of letters received and despatched kept neatly and up-to-date with all the references duly filled in.? Are they written in Stores by the Audit of the Subordinate accounts, examined & signed by them in token of this in Stores?

35. Are the records properly arranged and filed? are the number records periodically destroyed as per rules?

36. Check the Stationery ~~Register~~ and ~~note result.~~ Are forms in use in the Stores & are they balance agree with those shown in the Registers? Is a shelf-listing of these letters made every year?

37. Are the books of references e.g. ~~P.W.D. Code, P.W.~~ Manual, Mis. Regulations etc., properly maintained posting the correction slips up-to-date? Files of Standing orders,

38. Examine the Suspense Schedule. Are the items ~~correct~~? current.

39. See the books of advices and acceptances of transfers and observe if outwards and inwards transfers are properly advised and acknowledged?

40. Is the clerical Establishment of the section equal to the requirements?

* queries marked * to be answered by the Chief Electrical Engineer

SAA

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(36

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G.R.S. 28]

Diary No. of letter replied to_____

GENERAL AND REVENUE SECRETARIAT.
( )

, the 191 .

Date of issue_____

Signed by_____

May this be

i printed?

ii treated as a standing order?

iii published in the Gazette English part?

iv translated?

v placed at the disposal of the Press?

vi published in the Gazette Kannada part?

E & F File No. 94
Serial No. 4

Proceedings of the Government of His Highness the Maharaja of Mysore

READ—

Letter No 5083 of the 21st August 1915 from the Chief Electrical Engineer submitting proposals for the periodical inspection of the offices under his control.

2 Letter No 658 of the 27th November 1916 from the same officer submitting a copy of the form of the inspection Report for the

over.

~~ORDER THEREON—No~~

SUBJECT.

inspection of the Sectional Offices of his Department

42 Memos/ the 15th March 1917 & 29th April 1918 from the Secy to Govt, P.W.D on the Subject

43. Memo by the ~~27th~~ 27th December 1917 from the Comptroller, Mysore Govt, Submitting a Revised form of Inspection Report for the Sectional Offices of the Electrical Deptt.

Order thereon

No 1066-68 / 8.A.894 } 26-9-1918

The following arrangements are Sanctioned for the periodical insp. of the Offices of the Electrical Deptt:-

Name of Office.	By whom inspected.	Period of insp.	To whom the insp. Report should be Submitted
1. The Electrical Engr's Office.	The Electrical Engr or his Asstt	Once a year.	Govt ~~through the Secy P.W.D~~ intim P.W.D.
2. Sectional Offices	The Electrical Engineer. ~~Exec or Asst Accountants~~ or his Asstt.	Do.	Do —

G. R. S. 27]

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

40 (38

2. The inspection Report should be drawn up in the forms A & B appended hereto.

For the Secy.

To The Chief Electrical Engr.
" Secy, P.W.D
" Comptroller

[illegible]
22/12/17

GPB—20,000—7-7-14

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. 1066-1068—E. A. G. 94-17, dated 24th September 1918.

Inspection Rules.

Sanctions the —— for the offices of the Electrical Department.

W D 2415—GPB—12-10-18—313

S. O.

No. 1066-1068—E. A. G. 94-17, DATED 24TH SEPTEMBER 1918.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

READ—

Letter No. 5083 of the 21st August 1915, from the Chief Electrical Engineer submitting proposals for the periodical inspection of the offices under his control.

2. Letter No. 658, dated the 27th November 1916, from the same officer submitting a copy of the form of the inspection report for the sectional offices of his department.

3. Memo dated the 7th December 1917, from the Comptroller, Mysore Government, submitting a revised form of inspection report for the sectional offices of the Electrical Department.

4. Memos dated the 15th March 1917 and 27th April 1918, from the Secretary to Government, Public Works Department, on the subject.

No. 1066-1068—E. A. G. 94-17, DATED 24TH SEPTEMBER 1918.

ORDER THEREON.—The following arrangements are sanctioned for the periodical inspection of the offices of the Electrical Department:—

No.	Name of office	Inspecting Officer	Period of inspection	To whom the inspection report should be submitted
1	2	3	4	5
1	Chief Electrical Engr's. Office.	Chief Electrical Engineer or his Assistant.	Once a year ...	Government, in the Public Works Department.
2	Sectional offices ...	Do	Do ...	Do

2. The inspection reports should be drawn up in the forms A. and B. appended hereto.

C. S. BALASUNDRAM IYER,
Chief Secretary.

To—The Chief Electrical Engineer.
The Secretary, Public Works Department.
The Comptroller.

Exd.—C. R.

G. O. No. 1066-1068—E. A. G. 94-17, DATED 24TH SEPTEMBER 1918.

APPENDIX A.

THE MYSORE ELECTRICAL DEPARTMENT.

Memo of questions for the inspection of office of the Chief Electrical Engineer.

1. Name and designation of the inspecting officer.....

2. Duration of inspection ... { Date commenced..... / Date concluded.....

3. Name of officer in charge.....

4. Previous inspection ... { Date..... / Name and designation of officer.....

No.	Questions	Answers
	I. GENERAL.	
1	Is the office accommodation sufficient and suitable ? Are the rooms and premises kept clean ?	
2	Is an attendance register in use ? Is the attendance regular ? Who checks the register daily ?	
3	How many clerks are working in the office and what is the qualification of each ?	
4	Does each official maintain a diary of the work done from day to day.	
5	Does he examine his papers once a week and enter a certificate in his diary as to the number of cases disposed of by him during the week and the arrears on hand ?	
6	Are these diaries regularly examined by the ministerial head of the branch once a week and initialled by him in token of such examination?	
	Service Registers, Lists of Establishments, etc.	
7	Is an up-to-date list of the establishment both clerical and menial maintained ?	
8	Is a record of the qualifications and services of the ministerial officers maintained up-to-date ?	

APPENDIX A—*contd.*

No.	Questions	Answers
9	Is a service register maintained for every official and posted up-to-date? Are these registers arranged in order and kept in safe custody? Who is in charge of them?	
10	Is an office order book maintained? Are orders of leave, punishment, etc., regularly recorded and given effect to?	
11	Is a register of applications for appointments maintained and are selections made therefrom?	
12	Are all appointments made in accordance with rules pertaining to the department?	
13	Is a character roll maintained for every permanent official?	
	Distribution of Work.	
14	Are the bills for salaries of establishment despatched to the Comptroller before actual disbursement?	
15	Are travelling allowance bills with journals submitted in time to the Audit Office and are payments made only after audit?	
16	Is a record of the distribution of work among the several clerks maintained? Is the work assigned to each official sufficient without being excessive?	
17	Does each official maintain a diary and do the entries show sufficient work for each day?	
	Arrear Lists.	
18	Does the head of each section prepare and submit once a month a list of references pending with him as required by Rule 14 of the General Rules of Office Procedure? Are these lists consolidated and is a statement prepared for the whole office by the 5th of the month following?	

APPENDIX A.—*contd.*

No.	Questions	Answers
19	Are section diaries scrutinised carefully by the ministerial head of the office and reminders sent promptly where necessary?	
20	Is a monthly statement of unanswered references called for from subordinate offices and scrutinised before the 15th of the month following? A copy of the latest arrear list may be appended.	
	Reports and Returns.	
21	Is a statement of the periodical reports and returns due from the office prepared and maintained up-to-date? Are the due dates, the dates of actual submission and the names of the clerks responsible for their preparation noted therein? Is it scrutinised monthly by the head of the office? *Vide* Rule 6 of the Efficiency Rules.	
22	How many and which returns were overdue at the time of inspection.	
23	Are all disposed of records promptly arranged and recorded in the files concerned?	
	Furniture List.	
24	Is a register of furniture maintained? Are all articles of furniture entered therein together with details as to the cost and date of purchase of each? Is the register verified once every quarter and the result reported to the head of the office? Is a similar list maintained for tents?	
	Stationery and Forms.	
25	In whose custody is the office stationery? Are the Stock and Issue registers regularly maintained? Are they submitted monthly for the inspection of the officer in charge? Is a verification by stock-taking done once a year?	
26	Is the issue of stationery in accordance with the Stationery Rules and a register maintained for monthly issue of stationery?	

APPENDIX A.—*contd.*

No.	Questions	Answers
27	Who keeps the stock of forms? Where are they kept? Are they neatly arranged? Are all receipts and issues noted in a register?	
28	Is a register of periodical issue of stationery maintained? (*Vide* Rule 36 of the Stationery Rules.)	
	File of Standing Orders.	
29	Is a complete set of all the standing orders of Government maintained? Are circular instructions received from superior authorities maintained in separate files? Are these files complete and up-to-date?	
30	Is a similar file maintained of circulars issued from the office?	
	Library.	
31	In whose charge is the office library and where is it kept?	
32	Is a register maintained for entering books and publications as they are received and is it written up-to-date?	
33	Are all books received into the Library correctly labelled and deposited in their appropriate places?	
34	Are all correction slips inserted in their proper places in the volumes of enactments, rules, etc.?	
35	Are any books issued without a receipt or lent to strangers without the permission of the head of the office?	
36	Is a monthly report of books removed and not returned submitted?	
37	Are cases of loss of or damage to any books reported promptly and orders obtained for their replacement?	

APPENDIX A—*contd.*

No.	Questions	Answers
	Tour.	
38	Is a definite programme drawn up and adhered to?	
	II. CORRESPONDENCE REGISTERS.	
39	Are the registers of inward and outward correspondence properly maintained with cross references regularly marked?	
40	How many of such registers are maintained? Are a peon book and tappal book maintained?	
41	Are the registers written up neatly? Are the entries concise and clear?	
42	Is there any delay in the typing and despatching of letters? Are all papers despatched invariably on the day they are signed or the following day? A few issues may be examined with reference to the refer book, peon book and tappal book.	
43	Is the issue register checked once a month by the ministerial head of the office?	
44	Are all the registers periodically examined by the head of the branch and the ministerial head of the office and signed by them in token of their inspection?	
	III. CASH AND CONTINGENCIES.	
45	Is the cash book properly maintained and posted up-to-date and are all payments supported by proper pay orders?	
46	Verify the cash balance on the date of inspection and note the result.	
47	What are the amounts of imprest held by the several members of the department? Is a proper account of such imprests maintained and submitted for check and recoupment?	

APPENDIX. A—*contd.*

No.	Questions	Answers
48	Are all contingent charges incurred under proper authority, sanction of Government being obtained wherever necessary ?	
49	Is the expenditure kept within the budget grant ?	
50	Are the detailed contingent bills of each month submitted to the Comptroller with the monthly accounts supported by necessary vouchers ?	
51	Are salary bills prepared with reference to the attendance register, leave register and office order book ? Are drafts of the pay bills maintained ?	
52	Is necessary sanction obtained for drawing the pay or allowances of incumbents of appointments requiring sanction of the higher authorities ?	
53	Are office copies of the travelling allowance bills maintained ?	
54	Are lists of disallowance from salary, travelling allowance and contingent bills promptly disposed of ?	
55	Are pension applications prepared and submitted in time as required by G. O. No. Fl. 7215-55—S. & A. 484-08-1, dated 7th May 1909 ?	
56	How many cases are pending and why ? The last pension quarterly may be reviewed.	
	IV. RECORDS.	
57	The rules (if any) under which the records are arranged may be quoted. (If no such rules exist, the system of arrangement followed subjectwar or chronological, etc., may be briefly explained.)	

APPENDIX A—*contd.*

No.	Questions	Answers
58	Are all the records sorted according to the prevailing system? If not what is the quantity of papers remaining to be sorted? What time is necessary to complete their sorting?	
59	In whose charge are the records kept? Are records permitted to be removed without a substitute slip signed by the requisitioning official?	
60	Have rules been framed for regulating the periodical destruction of unserviceable records and have all time-expired papers been eliminated according to such rules?	
	V. REVENUE AND COLLECTIONS.	
61	Is a register of demand, collection and balance maintained for the revenue due to the department?	
62	Is prompt action taken for its recovery? What is the amount outstanding for more than three months at the time of inspection? What steps have been taken for its recovery?	
	Stores and Accounts.	
63	Are the books and registers posted up-to-date? Does the register of Works show any excess over the sanctioned sub-heads or works; if so, has the same been reported and sanction obtained?	
64	Are the stores counted every half-year and differences, if any, reported and steps taken for their adjustment?	
	Miscellaneous.	
65	Is a test inspection of the office carried out every month as required by rule 5 of the Efficiency Rules?	
66	Is the annual inspection of the office carried out regularly?	

APPENDIX A—*concld.*

No.	Questions	Answers
67	Is an inspection minute book maintained and written up as required in G. O. No. 10870-1918—E. A. 43-14-1, dated 10th April 1915?	
68	Whether the points noted for action at previous inspections have been attended to.	
69	General remarks, if any.	

G. O. No. 1066-1068—E. A. G. 94-17, DATED 24TH SEPTEMBER 1918.

APPENDIX B.

Inspection Report of the sectional offices of the Electrical Department.

1. Name and designation of the inspecting officer... .....

2. Duration of inspection ... { Date commenced..... / Date concluded.....

3. Name of the officer in charge.....

4. Previous inspection ... { Date..... / Name of officer and designation.....

No.	Questions	Remarks by the Chief Electrical Engineer	Orders of the Secretary, P. W. Department
1	Are measurement books maintained for all structural works and is there a proper check over such measurements?		
2	What is the amount of permanent advance sanctioned for the Section and is it susceptible of reduction? (If large sums are kept in the chest without being utilised for any length of time, the permanent advance is apparently large and capable of reduction.)		
3	Is the procedure regarding recoupment of permanent advances for works, strictly followed as per rules in force?		

APPENDIX B—*contd.*

No.	Questions	Remarks by the Chief Electrical Engineer	Orders of the Secretary, P. W. Department
4	Are the entires in the register of permanent advance made in a clear and distinct manner and at the time of payment exactly as the transactions occur?		
5	Check the transactions of any month with available vouchers, measurements, etc., and note results? Are vouchers in support of payments of Rs. 25 and below invariably obtained, cancelled and regularly filed?		
6	On what date was the cash last counted by the Sectional Officer? Does the balance on date of inspection as shown in the permanent advance register agree with the actual balance in the cash chest as counted by you?		
7	Are there any sub-imprest holders? If so, are they sanctioned by the Chief Electrical Engineer?		
8	Is the cash chest secure and a chubb's lock used? Does it contain nothing but Government money or official documents?		
	BANKING ARRANGEMENTS.		
9	Are registers of bills received and of bills passed for payment at the treasury maintained regularly and is an extract of the latter submitted to the Audit Office precisely on the last day of each month?		

10	Are the Pass Books from the treasury regularly received and examined? Verify the transactions of a month and see if the difference between the amount of bills passed by the Sectional Officer and that paid by the treasury as per Pass Book agree with the amount of unpaid bills as reported to the Audit Office.		
11	In whose custody does the current 'Pass Order Books' remain? And by whom as a rule are the Pass Orders filled up?		
12	What stock of blank "Pass Order Books" is in hand and where are the books kept? What account is kept of them? Verify the balance.		
13	Is the 'certificate of count' of Pass Orders duly signed by the Sectional Officer before the book is brought into use? This should be recorded by the Sectional Officer in his own handwriting onthe inside of the cover of the "Pass Order Books."		
	BILLS.		
14	Are duplicates of bills kept in Sectional Offices (and triplicates in Sub-Section Offices.)		
	(The duplicates and triplicates of final contract certificates will be on red paper, while those of intermediate bills and petty contract bills will be in green.)		
	Examine a few of them and note result.		

APPENDIX B—*contd.*

No.	Questions	Remarks by the Chief Electrical Engineer	Orders of the Secretary, P. W. Department
15	Is payment for works estimated to cost Rs. 500 and under invariably made on a single bill as the first and the final? If not mention instances of deviations and the reasons for the departure.		
	GENERAL ABSTRACT BOOK.		
16	Is this book posted up-to-date and are the entries clearly traceable from the Register of bills passed, Adjustmen Book and the Stock Abstract Book; and do the totals of receipts and disbursements agree with those shown in the respective books.		
	ADJUSTMENT BOOK.		
17	Are all refunds or writes-back supported by the necessary deductions from bills or write-back orders?		
18	Is the Adjustment Book properly kept and posted as transactions become known?		
	ESTABLISHMENT WORK.		
19	Are there any members of the establishment whose appointments are not covered by proper sanction?		
20	Is a Register of permanent advances maintained, as also an order book for contingent charges?		

21 What is the amount of permanent advance held by the office for contingent expenditure? Is an account of it correctly kept? What is the balance on hand? Is it forthcoming?

22 Is there any money on hand awaiting remittance to the treasury or payment to parties? Details may be furnished.

23 Are there any longstanding advances made out of the office imprest awaiting adjustment? Details may be furnished.

24 Are all charges incurred on account of contingencies entered in the "Contingent Register" from day to day? Are totals struck at the time of preparation of each recoupment bill? The necessity for any unusual charges may be scrutinised.

25 Are all contingent charges incurred under due authority sanction of higher authorities being obtained where necessary?

26 Is the expenditure kept within the budget grant?

27 Are detailed contingent bills submitted with vouchers regularly? Are all disallowances promptly deducted from the succeeding "Contingent Bills"?

28 Are Establishment Bill[illegible] ance Register, Leave Register with reference to the Attend- drafts of the pay bills maintained Office Order Book? Are

APPENDIX B—*contd.*

No.	Question	Remarks by the Chief Electrical Engineer	Orders of the Secretary, P. W. Department
29	Is an acquittance maintained? Are all salaries drawn duly disbursed and proper receipts taken therein? Is a stamped receipt obtained for payments of over Rs. 20? Is the register examined every month by the head of office?		
30	Is undisbursed pay shortdrawn invariably in the pay bill of the 2nd month following that to which the claim relates?		
31	Is necessary sanction obtained for drawing the pay or allowances of incumbents of appointments requiring sanction of the higher authorities?		
32	Are all sums drawn on travelling allowance bills disbursed and acquittance taken?		
33	Are drafts of the office travelling allowance bills maintained?		
34	Are pension applications prepared and submitted in time as required by G. O. No. Fl. 7215-55—S. & A. 484-08-1, dated the 7th May 1909?		
35	How many cases are pending and why? The last pension quarterly may be reviewed.		

Revenue and Other Receipts.

36 Is the Cash Book of Revenue receipts posted correctly and regularly day by day? Are the receipts checked and the cash balance counted and certified to as correct by the Superintendent.

(There should be no cash balance at the end of a month and Miscellaneous Revenue realised on the last day of a month after business hours will be brought on the Cash Book of the next month as if it was received on the first working day of that month.)

37 Are the demands for energy supplied for lighting and power, regulated by the rules in force and in the case of installations which are governed by special agreements, *e.g.*, K. G. Mining Companies, Binny Mills, etc., are the terms of the agreements strictly enforced?

38 Are the bills for energy supplied sent on due dates?

39 Verify the correctness of demand in a few cases with reference to meter-reading slips and schedules of rates and note the result.

40 In case of non-payment of bills by the 20th of the month following, are the installations disconnected as per rules in force?

41 Are there any items not recovered and outstanding for a period of over 3 months? State the steps taken for their recovery.

APPENDIX B—*contd.*

No.	Questions	Remarks by the Chief Electrical Engineer	Orders of the Secretary, P. W. Department
42	Is the Register of Revenue so kept as to exhibit the exact amount of revenue due to Government from each individual consumer at the end of any month?		
43	Does the aggregate balance shown in the Revenue Registers agree with that reported for audit in the monthly account?		
	STOCK, TOOLS AND PLANT.		
44	Are the accounts of daily receipts and issues posted day by day as transactions occur? Are materials issued only on proper indents approved by the Sectional Officers?		
45	Have you examined the Stock Ledgers and Registers of Tools and Plant? Are they posted regularly as materials are received and issued? Check the transactions in a few cases and note result.		
46	Is stock properly cared for and stored so as to afford an easy count?		
47	Verify the correctness of a few items of stock balances? Is the stock on hand in excess of requirements; if so, what arrangement is made for their disposal?		

48 Is the old and useless stock written off and its value adjusted?

49 Is the half-yearly verification of stores made regularly and satisfactorily? And on what date was the last verification made and a report made to the Comptroller?

50 Are the unused tools and plant and instruments cared for cleaned (when necessary in the cases of valuable instruments) and regularly inspected?

51 How are the operations of the workshop regulated? Have proper accounts been kept of them? Examine the accounts of a month and note result.

52 Has the Stock Abstract Book been properly maintained? To what month is it posted? Does the balance shown in this abstract agree with the ledger balance?

ACCOUNTS OF WORKS AND OTHER BOOKS.

53 Are the C. Registers maintained in two parts (Part I) for works accounted for by sub-heads and (Part II) for other works? Are they regularly posted day by day in the Sectional Office, so as to facilitate the submission of accounts to the Comptroller on the due dates?

Have completion reports been sent for all works completed? Note instances of arrears.

APPENDIX B—*contd.*

No.	Questions	Remarks by the Chief Electrical Engineer	Orders of the Secretary, P. W. Department
	Are there any works not operated on for the last one year? If so, note their number, investigate the cause of delay in closing the works and notice specific instances of avoidable delay.		
54	Do the C. Registers show that no works have been commenced, until estimates have been sanctioned for them and in very urgent cases where the works are started without estimates, sanction of the Chief Electrical Engineer or of Government is obtained in each case? Are estimates for such works prepared and submitted for sanction with the utmost expedition?		
55	Is there any probability of the occurrence of excesses over estimates or appropriations? If so, have timely measures been taken to revise them?		
56	Are the grants allotted to the section properly controlled so as to avoid excesses or lapses at the end of the year and is the expenditure of the section equalised as far as possible throughout the year?		
57	Check the accounts of any six important works with reference to measurements, estimates and schedule of rates and note result.		
58	Are the following Registers maintained correctly and up-to-date—		

(i) Register of liabilities.

(ii) Register of estimates and appropriations.

(iii) Register of agreements?

59 Are the monthly accounts and periodical returns submitted on due dates?

60 Are Deposit Registers maintained in the Civil Account Code Form No. 41 and the entries made in them in accordance with the instructions contained in para 17 of the Memorandum to G. O. F. 17750-99—G.F. 219-16-1, dated 22nd June 1917, regarding P. W. system of payments and accounts?

Is a register of Security Deposits properly maintained and are the rules for the safe custody of Government securities properly observed?

Examine the Suspense Accounts and see if the items contained therein are current and efficient.

CONTRACTS FOR WORKS AND SUPPLIES.

61 Are contract deeds and piece-work agreements properly made out for all works in progress and supplies?

APPENDIX B—*con td.*

No.	Questions	Remarks by the Chief Electrical Engineer	Orders of the Secretary, P. W. Department
62	Are tenders properly called for according to rules and are they properly recorded when received?		
	Examine the Ledger Accounts and see if they are satisfactorily kept up.		
63	Are there any disputed accounts? If so, the main facts should be briefly stated.		
	GENERAL.		
64	Are Service Books maintained for all members of the establishment for whom they are required according to rule and are they posted up-to-date?		
65	Are the registers of letters received and despatched kept neatly and up-to-date with all the references duly filled in? Are these registers inspected by the Sectional Accountant and the Superintendent and signed by them in token of their inspection?		
66	Are the records properly arranged and filed and are the useless records periodically destroyed as per rules?		
67	Check the Registers of Stationery and Forms and see, if the balance agree with those shown in the registers. Is a stock of these taken once a year?		

68	Are the books of references, *e.g.*, P.W. Code, P. W. Manual, Miscellaneous Regulations, File of Standing Government Orders, etc., properly maintained and the Correction Slips posted up-to-date?	
69	Is the clerical establishment of the Section equal to the requirements?	
70	Is a record of the qualification and services of the ministerial officers maintained up-to-date?	
71	Is an office order book maintained for entering orders of leave, punishment, etc.	
72	Is a character roll maintained for every permanent official ...	
73	Is a list showing the distribution of work among the officials maintained?	
74	Does each official maintain a diary of work done from day to day?	
75	Does he examine his papers once a week and enter a certificate in his diary as to the number of cases disposed of by him during the week and the arrears on hand?	

APPENDIX B—*contd.*

No.	Questions	Remarks by the Chief Electrical Engineer	Orders of the Secretary, P. W. Department
76	Are the diaries of officials regularly examined by the ministerial head of the office or branch once a week and initialled by him in token of such examination?		
77	Are proper plans of all buildings and works in the division kept up?		
78	Are registers of plans and buildings kept up and are they posted up-to-date?		
79	Are the land plans completed and are they corrected up-to-date in cases where boundaries have been altered?		
80	Is a register of lands taken up maintained and is it posted up-to-date?		
81	Are officers in charge of works properly supplied with working drawings and full instructions?		
82	What sectional transfers have been made since last inspection and were they carried out according to rules?		
83	Are the transfer papers duly filed in the office?		

84 If the Chief Electrical Engineer has inspected any subordinate offices, has the result been satisfactory?

85 Have the orders of the Chief Electrical Engineer and of the Comptroller in connection with the last inspection received careful attention at the hands of the section officer?

86 Are the remarks made by the Comptroller on the account of the section receiving proper attention?

87 Are there any other points suggested by the inspection of the books and records on which the Chief Electrical Engineer desires to remark?

MISCELLANEOUS.

88 What is the general condition of the office buildings?

89 Is the accommodation sufficient and suitable?

90 Are the rooms and premises kept clean?

91 Is a test inspection of the office carried out every month as required by Rule 5 of the Efficiency Rules?

APPENDIX B—*concld.*

No.	Questions	Remarks by the Chief Electrical Engineer	Orders of the Secretary, P. W. Department
92	Is the annual inspection of the office carried out regularly?		
93	Is an inspection minute book maintained and written up as required by G. O. No. 10870-918—E. A. 43-14-1, dated 10th April 1915?		
94	Whether the points noted for action at previous inspections have been attended to.		
95	General remarks, if any.		